

POSITION DESCRIPTION

POSITION TITLE: PROJECT MANAGEMENT SPECIALIST (EDUCATION)

BASIC FUNCTION OF THE POSITION:

Development Program Specialist will serve as the Education Project Management in HEO. The incumbent works with the larger USG Mission and provides technical direction and support to USAID/Nepal's \$78 million education portfolio under the guidance of the HEO Director and Deputy Director for Education, Family Planning, HIV, and Social Marketing. The Education Project Management Specialist provides input to the overall education program, especially focusing on programming for girls' education, health and safety, youth and workforce development, monitoring and evaluation, and improving quality of education. S/he plays an important role in contributing to strategy deliberations and serves as AOR/COR for major education activities.

MAJOR DUTIES AND RESPONSIBILITIES:

The specific duties of the HEO Education Program Specialist include but are not limited to the following:

Program Management & Oversight – 40%

The incumbent provide program management and oversight to USAID/Nepal's education portfolio as the Agreement Officer's Representative for girls' education and youth and workforce development and Activity Manager for various education research, evaluation and learning activities. S/he manages grants, cooperative agreements, or contracts, providing advisory inputs and constructive feedback and exercising responsibilities as delegated by the Agreement/Contracting Officer. S/he will:

- Support the design and procurement of a new education activity to support girls' education, development and empowerment. Design will be based on evidence and data and incorporate proven practices to improve equity and access to education for girls, especially at the secondary school level.
- Develop and leverage partnerships with private and public sector actors to support youth and workforce development as it relates to the US Embassy's goal to promote entrepreneurship and inclusive economic growth.
- Draft statements of work for M&E and learning activities, review and oversee assessment/evaluation/research designs and reports, participate in the development, piloting, and administration of data collection instruments, and lead the dissemination, sharing, and use of data and evidence produced under USAID's education program.
- Provide technical advice and direction to implementing partners, and interface as needed with MOE, other relevant line ministries, development partners, other civil society and private sector actors, to ensure program effectiveness.
- Prepare all necessary internal USAID activity implementation documentation, including Concept Papers, Action Memos, Project Appraisal Documents (PAD), Statements of Work (SOW), Program Descriptions, Implementation Letters (ILs), and other required reporting. Draft/amend Requests for Application (RFAs), Request for Proposals (RFPs), Purchase/Task

Orders, and other procurement mechanisms consistent with USAID's acquisition and assistance policies.

- Participate on and occasionally lead Technical Evaluation Committees to evaluate proposals/applications to be funded to achieve USAID/Nepal's education objectives and advises on decisions or recommendations on the funding of proposals.
- Manage financial matters such as providing administrative approval of vouchers, planning and preparing for incremental funding actions, reviewing expenditures/burn rates, and conducting quarterly pipeline analysis to ensure that fiscal requirements are met in a timely manner.
- Conduct regular assessment of data on program performance and site/field visits to monitor program progress and implementing partner performance at the local and district levels and provide recommendations to improve performance.
- Ensure effective coordination and integration with other USG-funded activities, especially those working in the areas of gender equality, social inclusion, equity and access, youth and adolescent development.
- Ensure effective coordination and integration with other USG, donor, and GON-funded activities in the education sector.
- Ensure that all activities are appropriately documented in required reports and through regular updates given to USAID stakeholders and external development partners, including the Operational Plan, Performance Plan Report, Portfolio Reviews, quarterly budget and pipeline analyses, Congressional Budget Justifications, Mission Resource Request, briefing memos and talking points.
- Review annual work plans and negotiate program activities with host country government counterparts and civil society, as appropriate.
- Ensure indicators to measure program performance and impact are appropriate, tracked accurately, and used to revise program implementation and strategy as necessary.

Monitoring and Evaluation – 30%

The incumbent will serve as the Education Team's main technical advisor and expert on monitoring, evaluation, and learning activities related to measuring and tracking learning achievement, especially early grade reading, languages of reading instruction, access to education, especially for girls, youth and workforce development, and education public financial management. S/he will

- Track and promote the use of education data in sector management, decision making, and policy formulation.
- Build and strengthen relationships and lead collaborative efforts with partner institutions, including the Ministry of Education (MOE) and the Department of Education (DOE) and other data gathering entities within the Government of Nepal (GON), as well as other national and non-government institutions and donors.
- Keep abreast of important data trends and issues in the education sector, particularly related activities in the USAID education portfolio, analyze those developments that have implications for USAID education programming, and provide analytical guidance to the team to achieve USG's education objectives.
- Support the team's learning agenda by designing, implementing, and disseminating relevant research or studies that will fill the education evidence gap in Nepal on early grade reading instruction and achievement, language of instruction, parental and community engagement to promote reading, equity and access to education, especially for girls, and youth and workforce development.

- Participate and represent the education team on Mission-wide working groups related to GIS, and M&E, as well as MOE technical working groups related to M&E and equity and access.

Strategic Planning, Program Design and Coordination – 30%

The incumbent will be responsible for coordinating with the MOE, other line ministries, and relevant Central Line Agencies to coordinate, design and implement activities that address girls' education, youth/workforce development as well as evaluations or assessments that address evidence gaps identified in MOE's policies. The incumbent will be expected to participate in local education development partner group and MOE's technical working group meetings mainly related to M&E, technical and vocational education, and equity and access. S/he will:

- Provide strategic, technical, and organizational leadership and input on the design, implementation, monitoring and evaluation of education program activities, particularly in the areas of girls' education, social inclusion, and youth/workforce development.
- Serve as a key advisor in managing and implementing USG education interventions, working closely with GON officials, implementing partners, civil society, and the private sector.
- Maintain collaborative, professional relationships with mid- and senior-level GON central and local level officials, civil society, development partners (DPs) in the education sector, corporate philanthropic foundations, international and local organizations, private sector companies, and leading education research institutions to ensure effective coordination of USAID and USG activities.
- Represent USAID in a wide variety of events, including conferences, workshops and other relevant forums on education. This includes SSDP's Joint Review Meetings and Budget Review Meetings and DP monthly meetings.
- Assist in negotiating with GON on project design, implementation and evaluation, ensuring that GON officials are apprised of program progress.